



SECONDARY STUDENT EXIT FORM

Student's name :

Date of enrollment :

Date of exit :

Last Grade :

Moving to (new school/university):

Reason(s) for leaving: Graduated

Other, Please explain

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Library Book Returned: Yes No
(Librarian Signature)

Laboratory Clearance Yes No
(Head of Science Signature)

Outstanding payment : Yes No
(School Shop Signature)

Locker Cleaned : Yes No
(Home Room Teacher Signature)

Is there any written exit letter from parents? (Yes / No)

Acknowledged by,

Kepala Sekolah
Date:

Vice Principal
Date:

Executive Principal
Date:

(Done by Homeroom Teacher)

Finance Director
Date:

For Non Academic use only
(Done and filled by Admissions)